

## FINANCE COMMITTEE MEETING MINUTES

Wednesday, February 25th 2026  
Town Hall, 104 North King Street

### 1. Call to Order

The special Finance Committee meeting was called to order at approximately 6:33 p.m. This was a special session outside the committee's normal cadence, convened to continue the FY 2027 budget development process. The chair noted there were no objections to the agenda or process.

### 2. Attendance

Present: Mayor Gatz , Marty Amerikaner , Marcy Bartlett

Staff Attending: Maged Kirollos , Gino Sisco , Amy Boyd

Absent: Not recorded.

### 3. Approval of Minutes

There was no discussion of prior minutes; the meeting focused solely on the FY 2027 budget.

### 4. Public Comment

No public comments were recorded during this session.

### 5. Ongoing Business

- Staff presented an overview of the budget process and timeline. Departments will use a standard Excel template showing FY 2025 actuals and the requested FY 2027 budget along with a narrative from each department head.
- The committee reviewed budgets for the Police, Street, Sanitation and Town Hall departments. Budgets for Parks and Recreation and Planning & Zoning will be reviewed at the next meeting.
- A clean draft of the FY 2027 budget should be ready for the Town Council meeting on the second Wednesday of March. The final budget must be submitted to the state by March 28th; a special meeting may be held if further approval is needed.
- Unfinished projects from the prior fiscal year will carry over into the FY 2027 capital/project budget. A separate capital budget will accompany the operating expense budget to provide clarity.

- Council members and committees will be invited to submit proposals for capital projects. Members discussed whether projects must be identified by the next meeting; while the timeline is tight, this remains the goal.
- The Police Department budget discussion covered holiday overtime and regular overtime. Overtime will be tracked in a separate line to monitor salary creep. Wage increases have reduced overtime; staff continue to explore scheduling adjustments.
- Special event coverage (e.g., Street Fest and First Fridays) requires additional officers. The committee noted that some events may require bringing in extra officers and that schedule adjustments could reduce overtime.
- Revenue from parking enforcement and fines was discussed. Members acknowledged that increased enforcement generates revenue but also requires staffing; the interplay between revenue and staffing will be examined.
- Compensation issues were reviewed, including cost-of-living adjustments (COLA), potential merit increases or bonuses, and the lack of a formal pay scale. Members suggested developing a pay scale and policies for merit increases.
- Salary allocations for Public Works were clarified. Only two employees are dedicated to sanitation; other staff are shared across public works departments. Salary budgets should reflect this distribution.
- Equipment budgets were reviewed. Current spending on office equipment such as printers is modest; staff may recommend reducing these budgets if additional equipment is not needed.
- Members discussed minor expense lines (training, telephone allowances, etc.) and the importance of accurate classification.
- Committees such as the Tree Committee and Park Committee are not part of the Finance Committee's budget, but they may offer project proposals for the capital budget.
- State purchasing processes for police vehicles were explained; accessories are determined by state specifications and purchases are handled through state vendors.

## **6. Action Items**

- Prepare standardized department budget templates with narratives and distribute them to committee members.
- Develop the draft FY 2027 operating budget and separate capital/project budget for review at the next meeting.
- Invite Town Council members and committees to submit proposed capital projects and estimated costs for inclusion in the FY 2027 budget.
- Carry forward unfinished projects from FY 2026 into the FY 2027 capital/project budget.
- Work with department heads to identify and monitor overtime, training and other small expense lines; consider establishing a pay scale and guidelines for merit increases or bonuses.
- Assess revenue sources (e.g., parking enforcement) and ensure staffing levels align with projected revenues; schedule a future discussion dedicated to revenue.

- Verify salary allocations across Public Works departments and adjust budget lines accordingly.
- Schedule the next Finance Committee meeting for the following week to review Parks and Recreation and Planning & Zoning budgets and to incorporate submitted project proposals.

#### **7. New Business**

No new business was addressed during this special meeting.

#### **8. Adjournment**

Unanimous motion to adjourn at approximately 9:40pm